

## SECOND WRITTEN REMINDER

(SECOND DECISIONAL CONFERENCE)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title \_\_\_\_\_ SSN: \_\_\_\_\_  
Date of Coaching Session \_\_\_\_\_  
Date of First Decisional Conference \_\_\_\_\_  
Personnel Present for this Conference: \_\_\_\_\_

A. Employee continues to have same problem as mentioned at the Coaching Session and First Decisional Conference. Describe the continuing problem in detail. (Specify date, time and place, and if applicable specify why any disciplinary steps are skipped)

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B. What exactly was the agreement the employee made?

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C. How is it being broken?

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D. Reaffirm/describe what needs to be done to correct the problem.

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\_\_\_\_\_  
Supervisor's Signature/Date

I understand the contents of this decisional conference document and understand my obligation/responsibility to correct the problem. I also understand that I may submit a written response to my supervisor within seven days from today.

\_\_\_\_\_  
Employee's Signature/Date

Distribution: Employee (Original)  
Supervisor's File (Copy)  
Appointing Authority (Copy)